

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION IF NO JN/CS				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
TIER I (\$25,000-\$99,999)	TIER II (\$100,000-\$250,000)	TIER III (>\$250,000)		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organization Chart	
			Qualifications of Team	
			Past Performance	
Not required as part of official RFP	Not required as part of official RFP		Quality Assurance/Quality Control	
			Location. The percentage of work performed in Michigan will be used on all contracts unless the contract is for on-site inspection, then location should be scored for the on-site inspection.	
N/A	N/A		Presentation	
N/A	N/A		Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted (No Resumes))	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes	

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Requests for Proposals.**

RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS

BUREAU OF TRANSPORTATION PLANNING **

OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO

YES

DATED _____ THROUGH _____

Prequalified Services – See page ____ of the attached Scope of Services for required Prequalification Classifications.

Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.

Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**** For RFP's that originate in Bureau of Transportation Planning only**, a price proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (**see address list, page 2**). The price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters **"PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

Qualifications Review / Low Bid - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

Best Value - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

Low Bid (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked in large red letters **"SEALED BID – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER	PROPOSAL DUE DATE	TIME DUE
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

MDOT Project Manager

MDOT Other

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
Secretary, Contract Services Div - B225 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B225 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100G – Certification of Availability of Key Personnel

(These forms are not included in the proposal maximum page count.)

SCOPE OF SERVICES

ITS-VII Coordination

**Michigan Department of Transportation
Intelligent Transportation Systems Program
Vehicle Infrastructure Integration Program
Auto Industry Coordination and Project Management**

I. Purpose

The purpose of the Request for Proposal is to continue to assist in the development of strategic planning tools for Intelligent Transportation Systems (ITS) and to help Michigan maintain its place as a public leader in the area of Vehicle Infrastructure Integration (VII). The selected vendor will assist the Michigan Department of Transportation (MDOT) in developing Michigan Transportation Partnerships (MTPs) with Michigan's automotive Original Equipment Manufacturers (OEMs) for the purpose of moving people as well as freight shippers and supplier transportation companies to ensure that MDOT is contemporary with the industry's technology directions and developments that effect transportation. These partnerships should assist MDOT in all aspects of its operations. Additionally, to assure a sustainable commitment among partners in a joint effort that provides value to both the state and the companies. As part of this process, the selected vendor will provide MDOT an established, nationally recognized forum to present its strategic direction, programs and projects that demonstrate Michigan is the premier transportation state and is closely linked to its OEM community. The Scope of Work, contend herein, is in direct alignment with the goals and activities stated in the current MDOT VII Strategic and Business Plan (this plan can be found at www.michigan.gov/mdotvii.)

II. Background Information

MDOT needs to focus its planning on operational strategic efforts in VII for the purpose of improving safety and mobility while relieving congestion. Most critical to finding new solutions to our transportation problem is the unique opportunity to bring together MDOT, as the provider of the transportation system, and the auto industry, whose products use that system. This will be accomplished essentially through the initiation of the VII program, and will allow MDOT to discuss these very issues and attempt to better integrate or resolve common operational or design issues MDOT may have.

III. Prime Vendor's Qualification/Experience

As a minimum, the Prime Vendor shall have the following:

- Experience with developing and coordinating VII activities associated with cooperative agreements and partnerships between private and public agencies in the area of VII as related to MDOT VII initiatives.

- Proven established long-term relationships with public and private sectors that have vested interest in the research, development, testing, design, and deployment of VII initiatives.
- Proven and established experience of the understanding of automotive OEMs and suppliers.
- Experience in conducting and reporting findings of studies and surveys related to auto OEMs and suppliers.
- Demonstrated abilities and experience as to understanding the social economic impact of VII on a given community and the State of Michigan.
- Experience with VII as it relates to the development of activities in the current MDOT VII Strategic and Business Plan.
- Experience in developing and managing data repository systems.
- Experience and understanding of technology planning as it relates to the current MDOT VII Strategic and Business Plan.

IV. Scope of Work

General Vendor Requirement: Coordinate activities with other research and development initiatives in VII that may play an important role in achieving MDOT's VII mission but may not, at the time of this RFP release, be developed or fully implemented. This will include, but is not limited to, conferences, consortiums, partnerships, outreach initiatives, studies or surveys, initiatives driven by change in technology, private and public activities, national, regional and local activities, and international initiatives that have the potential to add value to MDOT's VII goals as determined by the Project Manager (PM).

PHASE A (Surveys and VII Justification):

1. Conduct two Delphi studies to ensure that MDOT is current with requirements and strategic direction of the industry regarding connected vehicle and wireless communication technology. These studies should include any past or existing studies conducted in this area to avoid duplication of effort and determine relevancy between studies.
 - Conduct a follow-up Delphi study of the 2005 panel to ascertain changes in requirements and strategic direction of the industry regarding connected vehicle and wireless communication technology. In addition, this study should discern new industry technical and business plans emerging in this field.
 - Conduct a Delphi study of local governments to ascertain requirements and strategic direction of these governmental units regarding connected vehicle and wireless communication technology and capture the related public policy considerations and initiatives they may be purposing that are related to VII.

2. Provide MDOT with a national survey of best practices in VII transportation technologies that return to Michigan initiatives needed for continuing to be the premier transportation state in the nation. As part of this task, hold forums with senior level industry executives, senior level government officials, and noted transportation experts discussing their vision for transportation excellence in areas key to MDOT's VII success.
3. VII will only be a success if MDOT can justify the financial effort and a sustained return on investment (ROI). Justification will rest on the industrial and economic development potential as well as the direct projected costs and benefits associated with an advantageous ROI of tax dollars. Therefore, it will be essential for MDOT to investigate the impacts of VII and engage the public in a dialogue based on sound facts and informed projections of the impacts. To make this happen, the following will be required:
 - The vendor will investigate and prepare a study of the industrial and economic impact of VII in Michigan to assure positive consequences of VII testing and deployment. The investigation should include any past or existing studies conducted in this area to avoid duplication of effort and determine relevancy between studies.
 - The vendor will investigate and prepare a study on the potential for creating and/or attracting federal automotive safety facilities to Michigan. These safety facilities are supported by federal funding for the purpose of research, development, testing, and design of safety systems and initiatives that support both private and public needs. The investigation should include any past or existing studies conducted in this area to avoid duplication of effort and determine relevancy between studies.
 - The vendor will investigate and prepare a study of the projected benefits and costs and ROI of VII for the State of Michigan and other partners including the automotive OEMs. This study should include any past or existing studies conducted in this area to avoid duplication of effort and determine relevancy between studies.

PHASE A deliverables will include, but not be limited to the following:

- Studies, investigations, surveys, reports, letters and memorandums to document outcomes as described above (survey of best practices with supporting documentation, two Delphi studies with supporting documentation, VII impact study with supporting documentation on industrial and economic development potential for Michigan, study with supporting documentation on attracting federal automotive safety facilities to Michigan, study with supporting documentation on projected benefits and costs and ROI of VII deployment in Michigan).
- Presentations as needed and progress reports on the 15th and 30th of each month.

PHASE B (Working Groups, VII Investment Plan, Coordinating Activities with Others):

1. Assist MDOT in establishing a VII working group that will hold working meetings with automotive suppliers, telecommunications, and consumer electronic companies. This working group will meet to share information, coordinate activities, and monitor progress. As a result, the following will be required:
 - Establish a Michigan VII working group to meet on a quarterly basis to share information, coordinate activities, and monitor progress on test beds, proof of concept, field operational test, and Michigan deployment planning activities.
 - Enable representation from the VII working group in MTP meetings with OEMs and coordinate meetings to provide timely input and feedback to the OEM partnerships (Vehicle Infrastructure Integration Consortium (VII-C), Cash Avoidance Metric Partnership (CAMP), etc.
 - Coordinate, monitor, and assist working group task assignments and progress.
 - Work with VII-C to assist in the selection of proof of concept tasks and coordinate these tasks with the Michigan test bed planning and deployment as determined by the project manager (PM).
 - Assist MTP with developing a state and regional infrastructure deployment plan based on the national VII deployment plan (see Phase D).
2. Establish and assist MDOT in the development of a plan for successful investment in new VII products, technologies, programs, projects, hardware, software, infrastructure, and infostructure. Assist in the coordination of the Michigan investment and attracting federal and international support by investigating other sources of funding, for example Homeland Security, United States Department of Transportation (USDOT), etc. and coordinating with the Michigan Economic Development Corporation, Department of Labor and Economic Growth, Department of Information Technology, and Michigan State Police to seek grants for VII testing and deployment.

PHASE B deliverables will include, but not be limited to the following:

- Developing a cooperative environment between key stakeholders at MDOT and OEMs, auto suppliers, and other agencies (set up meetings, facilitate, document meeting discussion and outcome, and initiate follow-up meetings).
- Activities and meetings with key decision makers with the OEMs, suppliers, telecommunications, consumer electronics companies and MDOT (set up

meetings, facilitate, document meeting discussion and outcome, and initiate follow-up meetings).

- Written plan and supporting documentation on knowledge and advice on where to invest VII funds in the areas of products and technologies for both the infrastructure and the infostructure.
- Written plan and supporting documentation on investment and attracting federal and international support by investigating alternate venues of funding.
- Relationships and partnerships (set up meetings, facilitate, document meeting discussion and outcome, and initiate follow-up meetings).
- Presentations as needed and progress reports on the 15th and 30th of each month.
- Coordination of other efforts, research, development, and testing initiatives in the field of VII (provide written progress reports and/or minutes of meeting).

PHASE C (Partnering, Outreach, VII Strategic and Business Plan Maintenance, Reporting to ITS Steering Committee):

1. Provide the transportation perspective and expertise for a plan for partnering within the various departments of the State of Michigan to promote technology-based innovations that assist MDOT in remaining the premier transportation state in the nation.
2. Assist MDOT in establishing partnerships with lead VII states to share progress and create opportunities for coordinated research and eventually cross-state deployment expansion. As a result, the following will be required:
 - Correspond with other states expanding in their VII development including extending invitations to other states to coordinate with Michigan's program.
 - Assist MDOT in coordinating Michigan's involvement in the Smart Highway Program that includes Florida, California, Minnesota and other states.
 - Assist MDOT in coordinating Michigan's involvement in regional corridor programs including the Transportation Operations Partnership (TOP) Forum and the Gary-Chicago-Milwaukee (GCM) with the intent of regional VII deployment expansion.
3. Establish a supportive public outreach program with the goal of maintaining high visibility of Michigan activities through outreach and public awareness by maintaining connection with other interest groups and to inform the public of Michigan VII progress. As a result, the following will be required:
 - Prepare presentations and progress reports for ITS America, ITS Michigan, ITS World Congress, Transportation Research Board (TRB), American Association of State Highway and Transportation Officials (AASHTO), Society of Automotive Engineers, Telematics Detroit, Management Briefing

Seminar and other conferences and national outreach events as determined by the PM.

- Assist MDOT staff to identify and transition into leadership roles on ITS America, TRB, AASHTO committees, etc.
 - Coordinate an effort to establish working relationships with MDOT and the Michigan universities, AASHTO, Connected Vehicle Trade Association (CVTA), ITS America, e.g., VII Task Force and Advanced Telematics and Consumer Electronic (ATCE) forum, Center for Automotive Research, and ITS Michigan for ongoing discussions with stakeholders.
 - Document and publish lessons learned to improve the state-of-the-art and practice in VII initiatives.
 - Coordinate an effort for MDOT's participation in any annual VII related international workshops and conferences, in addition to preparing presentations and progress reports.
 - Develop and maintain a central repository of information on VII activities in the state of Michigan.
4. Update and assist in the maintenance of MDOT's Vehicle-Infrastructure Integration Strategic and Business Plan. This will require a clear understanding of the current plan and the requirements to coordinate all activities with the plan. This will also require making modifications to the plan that are in alignment with changes in products, technology, policies, procedures, techniques, processes, and partnerships that become inconsistent with the current plan through the duration of this RFP. Update the plan on a quarterly basis and submit it to the PM for review and approval. Additionally, this may require changes to "measures of success" that measure the outcome and performance of activities in the plan. Provide continued feedback through data collection on all activities according to MDOT's Vehicle-Infrastructure Integration Strategic and Business Plan. Use the data as feedback to determine the degree of success with which the activity has been achieved. Change goals, activities, measures of success based on data results. Changes will be coordinated and approved by the PM.
5. Prepare written progress reports that can be presented to the MDOT ITS Steering Committee.

PHASE C deliverables will include, but not be limited to the following:

- Activities and meetings with key decision makers with the OEMs, suppliers, telecommunications, consumer electronics companies and MDOT (set up meetings, facilitate, document meeting discussion and outcome, and initiate follow-up meetings).

- Coordination of other efforts, research, development, and testing initiatives in the field of VII (provide written progress reports and/or minutes of meeting).
- Cooperative agreement between OEMs/suppliers and MDOT and other agencies (set-up meetings, facilitate, document meeting discussion and outcome, and initiate follow-up meetings).
- Relationships and partnerships (set up meetings, facilitate, document meeting discussion and outcome, and initiate follow-up meetings).
- Identifying leadership opportunities for MDOT staff participation (document committee, responsibilities, and individual assigned to leadership role)
- Presentations as needed and progress reports on the 15th and 30th of each month.
- Providing knowledge and expertise which can be leveraged to support other VII initiatives at MDOT (documentation of safety and mobility initiatives that have synergy with MDOT VII activities and national initiatives including products and services available and related technological advancements in VII).
- VII products and technologies to be used in Michigan VII program (documentation of computer software, hardware, equipment and its use in MDOT's VII architecture, cross jurisdictional and compatibility).
- Understanding of VII related initiatives in other states (documentation of computer software and hardware, equipment and its use in MDOT's VII architecture, cross jurisdictional and compatibility issues, strategy and goals, progress, etc.).
- A repository of information (spreadsheet and/or data base).
- Maintenance of MDOT's Vehicle-Infrastructure Integration Strategic and Business Plan including supporting documentation of how goals/activities are measured, supporting data of measured goal/activity outcome and recommended changes (based on quarterly data mining) to goals, activities, and measures of success necessary to achieve align between activities, goals, and customer/partner needs stated in the plan (coordinate and document changes with PM for approval through memorandums, letters, emails, etc.).

PHASE D (Developing a VII Deployment Plan):

1. Assist in the development of a State of Michigan VII Infostructure Deployment Plan that coordinates Michigan's deployment with national expansion. Coordinate state, regional, and national deployment strategies with automotive companies and national deployment plans. Assist MTPs with developing a state and regional deployment plan based on the national VII deployment plan. Additionally, assist MDOT with infostructure deployment according to plans and in coordination with the VII-C proof of concept and field operational tests, USDOT national deployment, and standards committee.

PHASE D deliverables will include, but not be limited to the following:

- Presentations as needed and progress reports on the 15th and 30th of each month.

- Coordination of other efforts, research, development, and testing initiatives in the field of VII (provide written progress reports and/or minutes of meeting).
- Providing knowledge and expertise which can be leveraged to support other VII initiatives at MDOT (documentation of safety and mobility initiatives that have synergy with MDOT VII activities and national initiatives including products and services available and related technological advancements in VII).
- VII products and technologies to be used in Michigan VII program (documentation of computer software, hardware, equipment and its use in MDOT's VII architecture, cross jurisdictional and compatibility issues).
- Assisting in the development of a State of Michigan VII Infostructure Deployment Plan (document ideas and advice to PM).

V. Project and Payment Schedule

The contract will be on a lump sum basis as indicated in the milestone project schedule below upon MDOT's approval of the deliverables.

Estimated Target Completion Date	Description	Payment (% Lump Sum)
05-01-2007	MDOT issues notice to proceed	
05-15-2007	MDOT holds kick-off meeting	
	Phase A Scope of Work (Surveys and VII Justification)	
12-01-2007		20 %
	Phase B Scope of Work (Working Groups, VII Investment Plan, Coordinating Activities with Others)	
		20 %
07-01-2007	10 percent complete	2 %
02-01-2008	30 percent complete	6 %
08-01-2008	30 percent complete	6 %
05-01-2009	30 percent complete	6 %
	Phase C Scope of Work (Partnering, Outreach, VII Strategic and Business Plan Maintenance, Reporting to ITS Steering Committee)	
		30 %
09-01-2007	10% complete	3 %
03-01-2008	30% complete	9 %
09-01-2008	30% complete	9 %
05-01-2009	30% complete	9 %
	Phase D Scope of Work (Developing a VII Deployment Plan)	
07-01-2008		30 %
		100%

Note: Completion dates are predicated upon the estimated date of contract award. Should the awarding of this contract take longer than our best estimate, specific completion dates will be renegotiated with the vendor.

VI. Progress Reports

On the 15th and 30th of each month, the Vendor Project Manager will submit Progress Reports to the MDOT Project Manager. The Progress Report shall follow the guidelines (**Attachment A**).

VII. Prime Vendor's Responsibilities

Meet (face-to-face or by conference call) with the MDOT PM at least twice per month around the 15th and 30th. Meet with the MDOT PM or MDOT VII Coordinator prior to beginning any work to review project/tasks, data, data uses, strategic direction, and contact persons. The vendor shall review and clarify project/task issues, data needs and availability, sequence of events and team meetings that are essential to complete the project plan or task by the completion date. Attention shall be given to critical target dates, meetings, studies, etc., that may require a large lead time. During the kick-off meeting, the vendor shall provide the PM with a work plan that describes the understanding of the work to be completed, timelines, resources to be used, priority of tasks and deliverables, and briefly describe how the tasks and deliverables will be accomplished. Allow the PM to review the work at any stage of development to assess progress (ex. proposed survey and studies review, etc.).

VIII. MDOT's Responsibilities

1. The MDOT PM will provide general guidance to the vendor and resolve any questions the vendor may have during the course of this contract. At any time, MDOT has the discretion to remove or revise deliverables based on the unanticipated needs of the department and/or product and technology changes in VII.
2. Conduct an introductory kick-off meeting with the vendor before work begins. The purpose of the meeting is to provide the vendor with a broad overview of MDOT's processes, procedures, organization chart and responsibilities, and to provide a clearer understanding of the current status of the VII Program.

IX. Proposal Selection Criteria and Total Possible Points

1. **Understanding of Service and Innovations: 30 Points.**
Describe the understanding of the service, innovations, or other issues you intend to propose. This information is to be based on the scope of services.

Include any work item that you believe should be added to the scope of services, or any work item that is in the current scope of services which you believe should be altered.
2. **Qualifications of Team: 45 Points.**
The scoring for qualifications of team scoring will be one score based on the following information:
 - Structure of the Project Team (Personnel and Roles) – Describe the structure of the project team including the roles of all key personnel and sub-consultant/vendors. For each sub-consultant/vendor, describe role in service

and include what percent of the named role that the sub-consultant/vendor is expected to provide.

- Staff Service Experience – Provide resumes for each of the key staff of the prime and sub-consultant/vendors. The format is shown in Exhibit A of the Consultant/Vendor Selection Guidelines. The resume is limited to three (3) pages per key staff member.

3. **Past Performance: 20 Points.**

MDOT will review relevant performance evaluations for the past five (5) years for prime and sub-consultants/vendors that are being proposed. If the consultant/vendor has not previously worked for MDOT or has only had a few service opportunities that have been evaluated, this area can be used to provide other references for the Selection Team to contact. These would be in addition to those provided in the resumes in Section B and limited to work completed in the past five (5) years.

4. **Location: 5 Points.**

This section will be scored for all solicitations. The consultant selection criteria will include a consideration of what percentage of contracted work will be performed in Michigan. Consultant/vendor is required to provide the location of where the work will be performed. The Selection Team will score the percentage of work performed in Michigan on all contracts unless the contract is for on-site inspection. The combination of location and percentage of work performed in Michigan should not exceed 5 points.

5. **Price: 20 Points.**

After scoring the proposal with the above criteria (1-4), the bid sheet (**Attachment B**) with the total bid price will be scored using a scale determined by the MDOT Project Manager. MDOT's estimated project costs will be considered when creating this scale. =

Attachment A

Contract No.:

Project No.:

Progress Report (Due on the 15th and 30th of each Month)

- I. Work Accomplished during the Previous Two Weeks (Stating Hours Devoted to each Activity).
- II. Upcoming Activities (Short & Long Term)
- III. Progress and Alignment with Contract Activities (Short & Long Term)
- IV. Upcoming Meetings (Short & Long Term)
- V. Emerging Activities

Attachment B

BID SHEET DESCRIPTION OF WORK PAY ITEMS

All entries on this page must be handwritten in ink or computer generated.

Phase A

Staff/Classification	# Hours	Fixed Hourly Rate

Direct Expenses:

Phase A Total: _____

Phase B

Staff/Classification	# Hours	Fixed Hourly Rate

Direct Expenses:

Phase B Total: _____

Phase C

Staff/Classification	# Hours	Fixed Hourly Rate

Direct Expenses:**Phase C Total:** _____

Phase D

Staff/Classification	# Hours	Fixed Hourly Rate

Direct Expenses:**Phase D Total:** _____

TOTAL BID PRICE: _____
(All Phases of Project)

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Consultant Name:	
Consultant Signature:	
Consultant Address:	
Date:	

The Michigan Department of Transportation reserves the right to reject any or all bids.